

How to ask Vibey for a useful result

Teach outcome, context, constraints, source material, output format, and review criteria with concrete examples.

A useful request tells Vibey what outcome you need, supplies the context needed to do the work, states important limits, and describes what a good result looks like. You do not need special prompt syntax; clear business language is usually best.

Use the outcome-context-constraints-format pattern

- Outcome: say what should be decided, created, compared, summarized, or changed.
- Context: identify the audience, situation, source material, and background Vibey should use.
- Constraints: state deadlines, policies, length, tone, exclusions, required fields, or other boundaries.
- Format: ask for the shape you need, such as a checklist, table, email, brief, JSON object, or downloadable file.
- Review criteria: explain what you will check before accepting the result.

Example request

Create a one-page project kickoff brief for a field operations manager. Use the attached scope and meeting notes. Include goals, out-of-scope items, owners, decisions needed this week, and the three biggest delivery risks. Do not invent dates or commitments; mark missing information as a question. Return the brief in Markdown.

Build the result in short turns

1. Start with the complete outcome and the best source material you have.
2. Read the first result for missing context, unsupported assumptions, and the wrong level of detail.
3. Correct one or more specifics in a follow-up instead of restarting the whole conversation.
4. Ask Vibey to show assumptions, cite supplied sources, or separate facts from recommendations when that distinction matters.
5. Request the final format only after the substance is correct.

Use files and knowledge deliberately

A file attached to one conversation is useful for immediate work. My Files stores material you want to manage and reuse. A Knowledge Base is curated, indexed company context that an approved assistant or agent can search. Selecting the right source is more reliable than asking Vibey to guess what you mean.

Review before you rely on it

AI output can be incomplete or wrong. Verify important names, numbers, dates, citations, policy statements, and actions in the original system or source document. Do not paste passwords, private keys, authentication codes, or other secrets into a request.